



Solicitation Information
June 1, 2016

RFP# 7550673

TITLE: StrengthsFinder Management Training

Submission Deadline: June 30, 2016 at 10:30 AM (ET)

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, June 13, 2016 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Gail Walsh
Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1 –Introduction.....	3
Section 2- Background and Purpose.....	5
Section 3- Scope of Work.....	5
General Scope of Work.....	5
Specific Activities / Tasks.....	5
Section 4 -Technical Proposal.....	6
Narrative and Format.....	6
Section 5 -Cost Proposal.....	6
Detailed Budget and Budget Narrative.....	6
Section 6- Evaluation and Selection.....	6
Section 7 -Proposal Submission.....	7

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Labor and Training (DLT), is soliciting proposals from qualified firms to provide StrengthsFinder training at the management level to reinvigorate employee engagement for the Rhode Island Department of Labor and Training management staff, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov. This training will provide DLT managers with the tools to better recognize a staff person's talents which can lead to increased productivity and a more satisfied employee experience.

The initial contract period will begin approximately July 2016 for one year. Contracts may be renewed for up to one additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at (401) 222-3090 or Raymond.lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov or contact the MBE Administrator at (401) 574-8670 or Dorinda.keene@doa.ri.gov.

SECTION 2: BACKGROUND

The Rhode Island Department of Labor and Training is seeking StrengthsFinder training at the management level to reinvigorate employee engagement by focusing on employee strengths and assigning job tasks accordingly. This training will help build the strengths of work teams and help our managers identify which workers would do best at specific job tasks. Based on their strengths, this training will also help managers capitalize on their own strengths as they manage individuals and teams.

The vendor must possess extensive prior experience in knowledge of StrengthsFinder testing and how it applies to reinvigorating engagement and building the strengths of work teams.

SECTION 3: SCOPE OF WORK

General Scope of Work

Services to provide StrengthsFinder training at the management level for the Rhode Island Department of Labor and Training (RI DLT) as described below. The Rhode Island Department of Labor and Training is looking to have their management level staff trained in StrengthsFinders. RI DLT is looking for a vendor that can provide four sections of training; engagement survey, StrengthsFinder assessment test, orientation and train-the-trainer module.

Specific Activities / Tasks

StrengthsFinder Management Training

1. Engagement Survey – initially 96 employees will be participating in this section of the training. Request to have the group of 96 divided into smaller groups.
2. StrengthsFinder Assessment Test – approximately 83 employees will be participating in this section of the training. Request to have the group of 83 divided into smaller groups. Those participants of the StrengthsFinder assessment test will need access codes and reports, as well as any additional information that can be given to staff about StrengthsFinder.
3. Orientation of StrengthsFinder – approximately 96 employees will be participating in this section of the training. The orientation should be no longer than 3 hours per orientation group to discuss the principles and applications of strengths-based development, increase the participants awareness of and appreciation for their individual and collective talents and strengths as well as the application of such talents and strengths.

4. Train-the-Trainer Program – approximately 21 employees will be participating in this section of the training. RI DLT is looking to have classroom training as well as the practical exercise of touring RI-based organizations to see the application of strength-based practices.
5. The Vendor must have sufficient liability insurance coverage and/or be bonded.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

1. Staff Qualifications – Provide staff resumes and describe qualifications and experience of key staff who will be involved in this project.
2. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Vendor's experience in knowledge of StrengthsFinder testing and how it applies to reinvigorating engagement and building the strengths of work teams.
3. Work plan - Please describe in detail, the framework as reflected in the scope of work.
4. Approach/Methodology – Define the methodology to be used for the classroom training.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a proposal for fees charged as stated on the provided quote sheet. Vendors who do not complete the quote sheet will not receive any points for cost proposal.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 65 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Rhode Island Department of Labor and Training reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	20 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	10 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.50$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7550673** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (5) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550673 StrengthsFinder Management Training**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the quote sheet (attached).

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-ROM, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

StrengthsFinder Training – DLT Management Staff

Quote Sheet for RFP #

	FY17	FY18
Cost per Engagement Survey (per participant)	\$_____	\$_____
Cost per StrengthsFinder Assessment Test (per participant)	\$_____	\$_____
Hourly rate for test administration and scoring	\$_____	\$_____
Hourly rate for StrengthsFinder Orientation	\$_____	\$_____
Hourly rate for Train-the-Trainer module	\$_____	\$_____
Estimated Travel Cost	\$_____	\$_____